

PHARMACIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3033	Pharmacist	01	446	6 mo.	12/29/88
3570	Pharmacy Supervisor	01	446	6 mo.	12/29/88

Promotional Lane: 90

Series Narrative

Employees in this series are professional Pharmacists who compound and dispense medications and other pharmaceuticals and maintain inventory control records for narcotics and other drugs. At the upper level, they supervise the work activities of a group of professional pharmacists.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Pharmacist

3033

Employees at this level compound and dispense medications and other pharmaceutical supplies using standard physical and chemical procedures to fill written prescriptions issued by qualified prescribers. They work under general supervision from a designated supervisor.

A Pharmacist typically--

1. reviews written prescriptions to determine ingredients needed and to assure that toxic compounds will not result from combining ingredients
2. follows standard formulae to weigh, measure and/or mix or compound ingredients through such processes as filtering, distilling, emulsifying or titrating to prepare medications
3. dispenses medications to persons in accordance with prescriptions
4. computes and records prescription charges
5. maintains records of prescriptions filled for patient use
6. maintains control records on narcotics, poisons and habit-forming drugs as required by state and federal laws
7. maintains inventory of pharmaceuticals and supplies and stores them under appropriate conditions of refrigeration and security
8. supervises apprentice pharmacists, laboratory assistants, and pharmacy assistants as required
9. performs other related duties as assigned

Level II: Pharmacy Supervisor**3570**

Employees at this level supervise and participate in the work activities of a group of professional pharmacists. They work under direction from a designated supervisor.

A Pharmacy Supervisor typically--

1. interviews, selects and orients qualified professional pharmacists
2. establishes work schedules and assigns pharmacists to areas of responsibility
3. supervises work performance of pharmacists
4. supervises pharmaceutical inventory controls
5. assures compliance of pharmacists with all pertinent recordkeeping regulations
6. plans pharmacy purchasing activities to assure continuous supply of standard ingredients within manufacturers' expiration date limitations
7. initiates, develops and carries out rules and regulations pertaining to administrative and professional policies of the pharmacy
8. performs all duties of a pharmacist as required
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Pharmacist****3033****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. current registration as a Professional Pharmacist with the Illinois Department of Professional Regulation

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of the chemistry of medications, narcotics and other pharmaceuticals
2. ability to maintain records
3. mathematical ability
4. basic computer literacy skills
5. ability to work effectively with the public

Level II: Pharmacy Supervisor**3570****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. current registration as a Professional Pharmacist with the Illinois Department of Professional Regulation
2. two years of work experience as a registered professional Pharmacist which included responsibility for the supervision of others

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of the chemistry of medications, narcotics and other pharmaceuticals
2. supervisory and administrative ability
3. ability to maintain records
4. mathematical ability
5. basic computer literacy skills
6. ability to work effectively with the public